

**Prospectus for Campground and
Related Granger-Thye Concessions
Mark Twain National Forest**

**U.S. DEPARTMENT OF AGRICULTURE
Forest Service**

RECREATION FACILITIES

**Cobb Ridge Recreation Area: Ava Unit of the Ava/Cassville/Willow Springs
Ranger District**

Greer Crossing Recreation Area: Eleven Point Ranger District

**Lane Spring Recreation Area: Rolla Unit of the Houston/Rolla/Cedar Creek
Ranger District**

Loggers Lake Recreation Area: Salem Ranger District

**Marble Creek Recreation Area: Fredericktown Unit of the Potosi/Fredericktown
Ranger District**

Markham Springs Recreation Area: Poplar Bluff Ranger District

**North Fork Recreation Area: Willow Unit of the Ava/Cassville/Willow Springs
Ranger District**

**Red Bluff Recreation Area: Potosi Unit of the Potosi/Fredericktown Ranger
District**

Sinking Creek Cabin on the Eleven Point Ranger District

Watercress Recreation Area on Eleven Point Ranger District

USDA Forest Service
MARK TWAIN NATIONAL FOREST

December 17, 2013

Submittals due by 4:30PM (CST) Wednesday, January 29, 2014

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“Cleaning Recreation Sites: (USDA-Forest Service)

“In Depth Design and Maintenance Manual for Vault Toilets” (USDA-Forest Service)

I. Business Opportunity

A. Introduction

This prospectus is being issued to solicit applications for a concession campground special use permit. A permit or permits to provide high-quality public service in the operation and maintenance of Government-owned recreation facilities located on the Ava/Cassville/Willow Springs, Eleven Point, Houston/ Rolla/Cedar Creek, Poplar Bluff, Potosi/Fredericktown and Salem Ranger Districts, Mark Twain National Forest, will be issued. The permit or permits will include one or more of the following developed recreation sites:

<u>Recreation Site Name</u>	<u>Location of Description</u>
• Cobb Ridge Recreation Area	Appendix 1
• Greer Crossing Recreation Area	Appendix 2
• Lane Spring Recreation Area	Appendix 3
• Loggers Lake Recreation Area	Appendix 4
• Marble Creek Recreation Area	Appendix 5
• Markham Springs Recreation Area	Appendix 6
• North Fork Recreation Area	Appendix 7
• Red Bluff Recreation Area	Appendix 8
• Sinkin Creek Cabin	Appendix 9
• Watercress Recreation Area	Appendix 10

Of these areas, only Red Bluff was operated under a concession permit in 2013. None of the recreation areas are currently under a concession permit. None of them other than Red Bluff and Marble Creek have been operated by concessionaires at any time during the 2006 – 2013 recreation use seasons. See area-specific appendix listed above for detailed information about each area.

Information about each of the recreation areas other than Sinking Creek Cabin can also be obtained from the forest website: www.fs.usda.gov/mtnf

Many of these areas are located on lakes or rivers, and recreationists using these sites participate in activities on or in the water. While we do not restrict visitors from swimming or wading in most of these waters, MTNF currently does **NOT manage** for swimming at any recreation area on the forest other than Council Bluff/Chapel Hill Beach. Concessionaires wishing to feature swimming at other sites will be responsible for placing and maintaining required signs and markers, testing the water, and other needed management actions.

The authorized officer for this entire business opportunity is the Forest Supervisor for the Mark Twain National Forest, William B. Nightingale, 401 Fairgrounds Rd, Rolla, MO 65401. Individual permits that cover areas on just one ranger district will be issued under the authority of that district ranger.

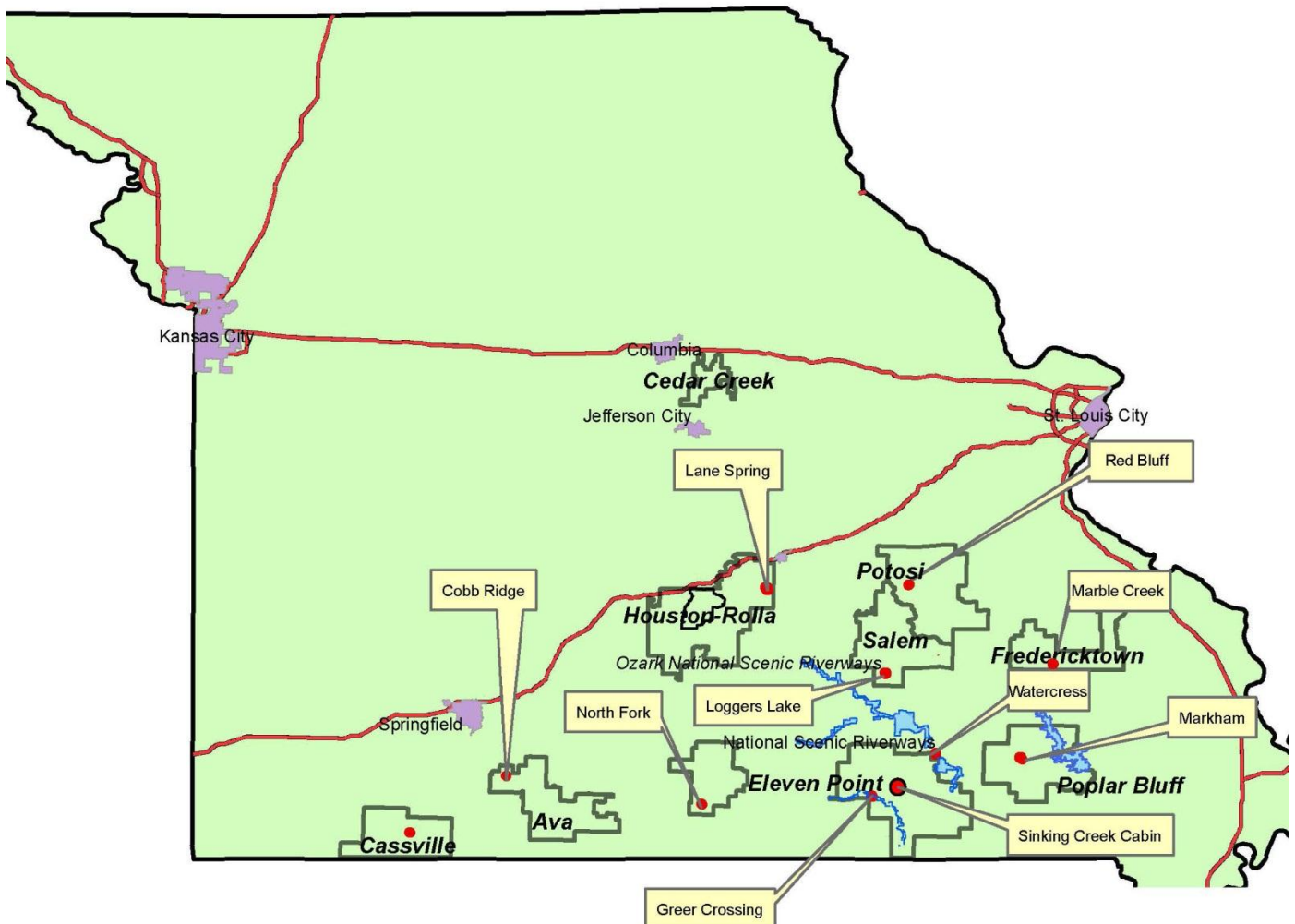
B. Area Description

The recreation areas included in this prospectus are all within the 1.5 million-acre Mark Twain National Forest. Located in southern Missouri, the Mark Twain is crisscrossed by rivers and streams, some fed by some of the largest springs in the country. The Forest extends from the St. Francois Mountains in southeast Missouri across the foothills and plateaus of the Ozarks to more rugged mountains in the southwest. The Mark Twain, as all national forests, is managed for a

variety of interests, including outdoor recreation, range, timber, wilderness, minerals, watershed and habitat for fish and wildlife. Managing for multiple use distinguishes national forests from national parks. (National parks are managed with more emphasis on preservation of resources and on public uses compatible with that mission). The main values of the Mark Twain National Forest focus on ecology, aesthetics, wildlife and recreation. The Mark Twain has hundreds of thousands of acres of timberland, lush grazing lands, active commercial mines and over 650 species of wildlife. Clear lakes and free-flowing streams have healthy populations of fish.

Access To The Forest

A network of three major interstate highways funnels people into the Forest. These include: I-44, passing through the forest in a northeast/southwest direction, I-55 carries north-south traffic just east of the forest, and I-70, a major east-west route just north of the forest. The nearest full service airports are located in St. Louis, MO and Springfield, MO.



Map 1 Mark Twain National Forest Vicinity Map showing district land units containing the recreation sites

Market and Visitors

The primary market area for the Forest includes the following urban areas within a 3-hour drive of one or more of the available recreation areas:

CITY	POPULATION
Kansas City, MO	(447,000 in city, 668,000 in county)
St. Louis, MO	(400,000 in city, 994,000 in county)
Wichita, KS	(358,000 in city, 483,000 in county)
Springfield, MO	(152,000 in city, 267,000 in county)
Kansas City, KS	(144,000 in city, 154,000 in county)
Columbia, MO	(94,000 in city, 154,000 in county)
Joplin, MO	(48,000 in city, 117,000 in county)

Major metropolitan areas such as Chicago, Cincinnati, Columbus, Memphis, Tulsa, Oklahoma City, and Little Rock are a leisurely day's drive away. In fact, nearly one quarter of the nation's population lives within a day's drive of the Forest.

The market area for the sites covers a broad area encompassing southern Missouri and northern Arkansas. The recreation areas provide a variety of outdoor recreation experiences within the scenic Ozarks Region ranging from hiking and fishing to swimming and boating, camping and motorized trail riding.

The National Visitor Use Monitoring (NVUM) program provides reliable information about recreation visitors to national forest system managed lands at the national, regional, and forest level. The study conducted on the Mark Twain National Forest in 2008 (figures from the 2013 survey have not been compiled yet) found that there were approximately 700,000 separate visits to the Mark Twain National Forest and that those visits were to 874,000 separate recreation sites, including 145,000 visits to day use developed sites and 37,000 visits to overnight developed sites. Over 50% of the forest visitors travel less than 25 miles to recreate on the forest, and another 25% travel between 25 and 100 miles. Despite the local nature of the visiting population, there are only a modest number of frequent visitors. About 14 percent (1 of every seven) of all visits are made by people who visit more than 50 times per year. Over 45 percent of the visits are made by people who visit at most 5 times per year.

The average national forest visit length of stay and average site visit length of stay by site type on the Mark Twain is displayed in the table below. Since the average values may be influenced by a few people staying a very long time, the median value is also shown. Most visits to the Mark Twain are day visits. The average visit lasts less than 17 hours; over half of the visits to this forest last less than 4 hours. Approximately 14 percent of the visits involve recreating at more than one location on the forest.

Visit duration on Mark Twain National Forest (FY 2008)

Visit Type	Average Duration (hours)	Median Duration (hours)
National Forest Visit	16.4	3.5

Visit Type	Average Duration (hours)	Median Duration (hours)
Site Visit	11.0	3.6
Day Use Developed	2.1	1.3
Overnight Use Developed	43.8	42.3
Undeveloped Areas	10.9	4.8
Designated Wilderness	11.6	5.5

C. Description of Developed Recreation Sites and Facilities

Each of the ten Developed Recreation Sites is identified on the vicinity map on page 5. Complete descriptions are found in appendices 1-10.

D. Government-Furnished Property

The Forest Service will provide certain property in conjunction with the concession campground special use permit (*see* Appendix describing each individual recreation area at the end of the prospectus). Included in the appendix is a description of the facilities, the quantity and/or size of the applicable property, and other notes about the facilities.

E. Government-Furnished Supplies

The Forest Service will not furnish any supplies for day-to-day operation of the concession. Government-furnished supplies will be limited to those necessary for programmatic consistency, including:

- Forms to report use and revenue (unless the permit holder chooses to utilize their own forms containing at least all the required information).
- Comment cards or response forms to be handed out or otherwise made available to the general public, including recreationists utilizing the permitted site.
- Mark Twain Forest Season Day Use Passes to be sold at all day use fee areas.
- A copy of the Forest Service publications, “Cleaning Recreation Sites,” “In-Depth Design and Maintenance Manual for Vault Toilets,” and “Vault Toilet Pumping Contract Specifications and Guidelines for Preparing Contracts.”
- Pending adequate funding, forestwide pamphlets and other National Forest publications.
- Title VI (non-discrimination) signs.
- Unused items furnished by the Forest Service remain the property of the Forest Service and upon completion or termination of the permit, must be returned to the Forest Service.
- Water quality sampling kits, for all sites where chlorinators are in use, and daily chlorine residual monitoring is required. (Cobb Ridge, North Fork, Red Bluff, plus any other site where it is required during the life of the permit).
- Other equipment, materials, and supplies may be provided, ONLY IF the applicant’s proposal specifically states a need for that to be provided, and it is agreed to by the Forest.

Specifying in the application that the Forest Service must provide additional equipment may result in a lower score in the permit holder selection process.

F. Utilities and Waste Management

Certain utilities and infrastructure exist for the developed recreation sites identified in this prospectus. The permit holder will be responsible for securing, managing, and paying for these utilities, unless otherwise clearly specified in the proposal. Applicants should contact current service providers to obtain estimated costs for the utilities. Those providers are listed in the site specific appendices. **Please address each of these utilities in your proposal.** These utilities include:

Electrical – The permit holder will pay the cost of electricity used during their operating season. As a part of their bid, they may choose to pay for year-round service even if they only operate the recreation site part of the year. The permit holder will be responsible for the transfer of accounts and the initial deposit and connection fees if they elect to have the utilities in their name and to pay the utility company directly. **If meters are shut off or transferred back to the Forest for the period outside the permit holder's operating season, the permit holder will pay all disconnect and/or reconnection fees.**

Telephone – The permit holder will pay the cost of commercial and residential service as well as pay telephone line service, if they desire those services. (Reliable communications are required, but you may not choose to use telephone lines to provide this service.) Pending approval of the Forest Service, some telephone lines may be put on hold during the non-use season. The permit holder will be responsible for the transfer of accounts and the initial deposit and disconnect fees. Not all sites have service available for cellular telephones, so landlines or satellite service may be needed to provide communications at the recreation area.

Water – The permit holder will be responsible for maintaining the above ground water system components. The permit holder will be responsible for conducting **daily** residual chlorine monitoring and maintaining the testing log at all facilities that may have a chlorinator system in operation at any time during the life of the permit. Sites that currently have chlorinators in place are:

- Cobb Ridge
- North Fork
- Red Bluff

Garbage – Permit holder shall be responsible for assuring that garbage does not exceed capacity of the containers (dumpsters, cans, etc.) and for keeping garbage locations clean and free from objectionable odors. This will require removal from the areas on at least a weekly basis throughout the main recreation season, and more frequently on busy weekends and/or holidays, unless the permit holder designates the area Pack-In/Pack-Out. The permit holder may choose to designate the area Pack-In/Pack-Out for just a portion of the year (such as before May or after September), and provide garbage service during the main season. The permit holder will remove or pay for the removal of garbage and transportation to and deposition of the garbage in a transfer station or sanitary landfill, unless the proposal clearly states that such removal is the responsibility of the Forest Service. If the proponent does not propose to take full responsibility for garbage disposal, the proposal must clearly state the intended responsibilities of the permit holder and the Forest Service for such garbage removal.

Liquid and Solid Waste Disposal (Sewage) - All vault toilet pumping will be a part of the bid package, and will be the responsibility of the concessionaire unless it is clearly stated in the proposal that the Forest Service is to retain responsibility for financing such service. Whether the proposal specifies that it is the responsibility of the permit holder or the Forest Service will be considered in the permit holder selection process. If the Forest Service retains responsibility for pumping of the vaults, it will be the responsibility of the permit holder to notify the Forest **at least 2** weeks before the vaults need to be pumped. The Forest Service will be responsible for maintenance of the sewage system in those sites that have sewage treatment (Cobb Ridge and Markham Springs). The permit holder will assist with day to day operations; and notify the Forest Service immediately of any problems with these systems. Watercress is connected to the city sewer system, and the permit holder will be responsible for payment of sewage fees. The Forest Service will continue to be responsible for maintenance of all federally owned components of this system.

II. Forest Service Concession Programs and Policies

Government-owned concessions are authorized by special use permits issued under Section 7 of the Granger-Thye (GT) Act, 16 U.S.C. 580d, and implementing regulations at 36 CFR Part 251, Subpart B. In addition, there are certain Forest Service programs and policies that apply to campground concession. All applications must be consistent with these requirements.

A. National Recreation Reservation Service (NRRS)

The Mark Twain National Forest participates in the NRRS, which provides nationwide, toll-free telephone and internet reservations for single-family or group camping sites, rental cabins, and other recreational facilities. Visitors pay the camping fee at the time they make a reservation, and no fees are collected at the site (although the permit holder may allow occupancy of any site in the NRSS that is unreserved and charge on site for that use). The current NRRS contractor is ReserveAmerica, 40 South St., Ballston Spa, New York 12020. Contact information for the NRSS follows. You may view the listings for these sites at www.recreation.gov.

John Cameron, Region 9 NRRS Coordinator &
Forest Service Contracting Officer's Technical Representative
Telephone: (850) 523-8589,
Email: jhcameron@fs.fed.us

ReserveAmerica Inc.
2480 Meadowvale Boulevard, Suite 120
Mississauga, Ontario
Canada L5N 8M6
Inventory Help Desk: (877) 345-6777
Customer Service: (888) 448-1474
Email: nrrs-inventory@reserveamerica.com
Facsimile: (888) 742-5520

The NRRS is the only authorized reservation system for Forest Service developed recreation sites, including campgrounds, cabins, and group use areas. The Forest Service contract for the NRRS prohibits campground concession permit holders from using any other reservation system, establishing their own reservation system, or reserving campsites other than through the NRRS. Applicants may recommend adding sites to or deleting sites from the NRRS or changing the number of sites that may be reserved, the minimum number of days per reservation, or the location of sites that may be reserved. The permit holder also may make these recommendations during the term of the permit. The authorized officer will decide whether to accept or reject the recommendations.

Under the NRRS, the following guidelines must be followed, unless there are compelling operational reasons:

1. For each developed recreation area included in the NRRS, at least 60 percent of the units must be available for reservations. The rest of the units may be occupied on a first-come, first-served basis.

- Reservation windows vary by type of site and are as follows:
Individual campsites: from 240 to a maximum of 4 days prior to arrival date.
Group use areas: from 360 to maximum of 4 days prior to arrival date.
The permit holder **may** elect to have reservations taken up until 1-2 days prior to arrival date.

2. When the NRRS is utilized, the permit holder is responsible for on-site administration and will be required to:

- Obtain daily arrival reports (DARs) from the NRRS contractor each morning by establishing at least one central facsimile location, email address, or other means of obtaining and distributing DARs. Contact Ranger District to discuss options for each individual recreation area.
- Develop a system for posting reservations at the sites so other visitors know which units are reserved.
- Post and hold reserved sites for 24 hours. Signs and placards may be available through the NRRS.
- Ensure that the party with the reservation is the party using the site.
- Resolve any disputes over the use of reserved sites by drop-in campers.
- Verify that visitors holding a Golden Age Passport, Senior Pass, Access Pass or Golden Access Passport or the America the Beautiful–National Parks and Federal Recreational Lands Pass (ATB Pass) are authorized under the Federal Lands Recreation Enhancement Act (REA), 16 U.S.C. 16 U.S.C. 6801-6814, before giving the discount on fees for those passes (*see* section II.B).
- Develop inventory data for sites being added to the NRRS, and update data for sites currently in the NRRS (including fees charged the public and temporary site closures). Submit data to the NRRS at least annually for data updates.
- Communicate to the NRRS and the Forest Service district representative any emergency closures or other relevant operational changes as they occur.
- Approve customer refunds as appropriate, and process them through the NRRS. NRRS refund policies can be found at <http://www.reserveusa.com/jsp/homepage.jsp?goto=/home/policies.html>.

Because reservations can be made up to a year in advance for group sites and up to 240 days in advance for family sites, the NRRS is currently accepting reservations for the 2014 operating season. Fees received by the NRRS for reservations after December 31, 2013, will be held by the Forest Service and distributed following issuance of a special use permit to the successful applicant. In the final year of the permit, fees will be held in the same manner until a new permit is issued. The permit holder will honor reservations made prior to issuance of the permit at the price in effect when the reservations were made.

B. Federal Recreation Pass Programs

The permit holder must provide a 50 percent discount on recreation fees charged under Federal Lands Recreation Enhancement Act (REA) at developed recreation sites covered by this prospectus to holders of Golden Age and Golden Access Passports, as well as holders of the Interagency Senior and Access Passes.

Specifically, holders of these passes are entitled to a 50 percent discount on the fee for a single campsite or cabin occupied by the pass holders. The pass holders are not entitled to a discount on the fee for a double or a multiple-family campsite, cabin, or group use area or any additional campsites occupied by those accompanying the pass holders. The 50 percent campsite discount does not include utility, water, or any other hookup fees.

Any loss of fee revenue from honoring the passes should be factored into applicants' bids.

The permit holder will not be required to offer discounts **on camping** to holders of the Annual, Military, or Volunteer Pass, but may choose to do so.

Standard Amenity Recreation Fee Sites Under REA. Current holders of Golden Age Passport, Senior Pass, Access Pass or Golden Access Passport, or the America the Beautiful–National Parks and Federal Recreational Lands Passes (ATB Pass) as well as holders of the annual Military Pass or Volunteer Passes are exempt from paying standard amenity fees at sites operated by the Forest Service. Concessionaires are not required to accept these passes. In the past, most concessionaires have offered a 50% discount of day use fees to holders of senior or access passes. **Applicants should address their policy toward these passes for standard amenity/day use fees in their proposal.** For more information about recreation fees, see www.fs.us/passespermits/rec-fee.shtml.

Annual Day Use Pass. In addition to the daily use fees, all Mark Twain National Forest recreation area permit holders will be required to offer an annual pass for day use fees at a price of \$20.00. Permit holders will honor this season pass at their areas whether or not that particular pass was sold by them. The Forest Service will supply permit holders with the Mark Twain National Forest Season Day Use Pass, or they can provide one of their own design. Changes in season pass prices can only be made by the Forest Service.

The Forest Service will also sell this annual pass throughout the year at all administrative offices, and may make them available at campgrounds that we operate.

All revenue from passes sold by the permit holder will be retained by the permit holder, and included in their revenue reports and fee calculations. Since the total value of passes sold at all Forest Service administrative offices and Forest Service operated campgrounds combined has been less than \$250 each of the past 10 years, and the Forest Service still manages certain developed recreation areas throughout the operating season that are fee sites and where these passes are used, revenues from those sales made at Forest offices will be retained by the Forest Service. Annual passes have contributed more than \$500 of the revenue at some concession-operated sites in the past, such as Silver Mines Recreation Area.

Standard amenity day use fees area currently charged at these areas that are included in this prospectus:

- Lane Spring Recreation Area
- Loggers Lake Recreation Area
- Marble Creek Recreation Area
- Markham Springs Recreation Area

- North Fork Recreation Area
- Red Bluff Recreation Area

The concessionaire may wish to add standard amenity fees at Greer Crossing and Watercress Recreation Areas; Cobb Ridge does not have facilities for day use: day use activities take place at the nearby Camp Ridge and KC Pavilion areas.

C. Camp Stamps

Camp stamps must be honored at their face value and submitted to the authorized officer for reimbursement. (No camp stamps have been redeemed on MTNF within the past 15 years).

D. Site Closures

The Forest Service reserves the right to close all or a portion of any area in this prospectus for repair; construction or renovation; floods or threats of flooding, snow, extreme fire danger, or other natural events; wildlife protection; or risks to public health and safety. The Forest Service shall not be liable to the permit holder for lost revenue, operating costs, or any other losses resulting from these closures. However, for fee calculation purposes, the permit shall be placed in non-use status as provided by FSH 2709.11, section 31.23.

E. Administrative Use

If the Forest Service requires the permit holder to provide a service for the agency, the permit holder will be compensated for that use.

F. Applicable Forest Orders

Forest Orders may be issued to address a variety of management concerns on a particular forest. Current orders related to the offering are identified in Appendix 11. These may be amended or modified, and additional applicable forest orders may be issued in the future.

G. Fee Tickets and Compilation of Use and Revenue Data

The permit holder must provide fee tickets or fee envelopes to visitors that include at least the following information:

- The site number and total amount paid.
- The date of issuance and number of days/nights paid for.
- If a pass is used, the pass number and type of pass.
- The number of people in the group.
- The number of vehicles and their license plate numbers and state.

The permit holder must provide use and revenue data to the Forest Service (*see* Appendix 12 of the prospectus for a sample use report). Use reports must be completed monthly and at the end of the operating season for each developed recreation site, provided that when the holder performs GT fee offset work in lieu of paying the land use fee in cash, use reports may be submitted quarterly, rather than monthly. At a minimum, monthly and year-end use reports must include:

- The total number of electric and non-electric single, double, and group units occupied based on daily counts.
- The total number of people based on daily counts.
- Total recreation fee revenue, by day use and overnight use.
- Total fee revenue for other goods and services.
- The total number of Camp Stamps collected.
- The total number of passes used.

- Total number of annual day use passes sold.

In addition, year-end use reports must include:

- Total fee revenue collected under the NRRS.
- Total taxes paid.
- Total gross revenue.
- Total net revenue.

H. Customer Service Comment Cards

The permit holder must offer or provide a customer service comment card to visitors at each developed recreation site (*see* Appendix 13 of the prospectus).

I. Performance Evaluations

At a minimum, the Forest Service will perform a year-end performance evaluation within four months of the close of the operating season (*see* Appendix 14 of the prospectus). An unsatisfactory rating may be cause for suspension or revocation of the special use permit. Sustained satisfactory performance is required for a permit extension.

J. Accessibility

The Architectural Barriers Act of 1968 (ABA) and Section 504 of the Rehabilitation Act of 1973 require new or altered facilities to be accessible, with few exceptions. Some facilities are subject to the ABA and the Americans with Disabilities Act (ADA). The Forest Service Outdoor Recreation Accessibility Guidelines (FSORAG). The FSORAG addresses types of recreational facilities, including developed recreation sites that are not covered by ADA/ABA Accessibility Guidelines.

Any Government maintenance, reconditioning, renovation, or improvement must meet ADA/ABA Accessibility Guidelines, where applicable, as well as the FSORAG.

The FSORAG and the ADA/ABA Accessibility Guidelines are posted on the Forest Service's website at <http://www.fs.fed.us/recreation/programs/accessibility>. Questions regarding the ADA/ABA and FSORAG may be referred to the accessibility coordinator for the local National Forest, Marge VanPraag on the Poplar Bluff Ranger District by telephone: 573-785-1870 x5735554127 or mvanpraag@fs.fed.us.

The permit holder is responsible for ensuring effective communication with visitors with disabilities, including persons with impaired vision or hearing, so that all visitors may obtain information on accessible services, activities, and facilities.

K. Camping Unit Capacity

Number of Vehicles per Camping Unit

A single-family camping unit will usually accommodate two vehicles. A "vehicle" is defined as any motorized conveyance, except that for purposes of vehicular capacity, two motorcycles are considered one vehicle. Additional vehicles may be allowed at a camping unit, if the camping unit can safely accommodate them. When extra vehicles are allowed, an extra fee of up to 50 percent of the camping unit fee may be charged for each extra vehicle. If an extra vehicle exceeds the camping unit capacity (i.e., the extra vehicle causes a safety hazard or resource damage), the customer may be required to pay for an additional camping unit or park in an overflow parking area, if available. One towed vehicle per single camping unit will be allowed for no extra charge if it can

be parked completely on the surfaced area and does not create a safety hazard. Examples of towed vehicles include a boat trailer, camper, ATV trailer, or a car towed by a motor home. A double campsite can have twice as many people and vehicles, providing the vehicles fit within the space provided. Site capacities for each recreation area are listed in the site specific appendices.

L. Stay Limit

The Permit Holder may waive the 14 day maximum length of stay requirement when there are no prior reservations for the site and comparable sites are available. **Maximum length of stay to be allowed should be addressed in the operating plan. If it is permitted, the current and projected high fuel prices and tight economy may encourage campers to leave their camping equipment in one location for a month at a time, or even for a season, though they only occupy such facilities on weekends. Extending or waiving the maximum stay regulations, coupled with a long-term pricing strategy, may improve campground occupancy and site profitability.**

M. Fees Charged to the Public

The permit holder may charge the public fees only to the extent that the Forest Service can charge recreation fees under the Recreation Enhancement Act (REA). All recreation fees must be specified per developed recreation site. The holder must honor the proposed pricing through the first full operating season. Thereafter, the holder may propose price adjustments with justification. If more services are being offered during one part of the season than during other parts of the season, the applicant may wish to consider differential pricing (such as a \$2/night reduction when drinking water and trash disposal are not available).

Permit holders may **not** charge for any of the following:

- Solely for parking, undesignated parking, or picnicking along roads or trail sides.
- General access, unless specifically authorized by REA.
- Dispersed areas with low or no investment, unless specifically authorized by REA.
- Persons who are driving through, walking through, boating through, horseback riding through, or hiking through NFS lands without using the recreational facilities and services for which a fee is charged.
- Camping at undeveloped sites that do not provide the minimum number of facilities and services prescribed by REA.
- Use of overlooks or scenic pullouts.
- Travel by private, noncommercial vehicle over any national parkway or any road or highway in the Federal-aid System that is commonly used by the public as a means of travel between two places, either or both of which are outside an area in which recreation fees are charged.
- Travel by private, noncommercial vehicle, boat, or aircraft over any road, highway, waterway, or airway to any land in which the person traveling has a property right, if the land is in an area in which recreation fees are charged.
- Any person who has a right of access for hunting or fishing privileges under a specific provision of law or treaty.

- Any person who is engaged in the conduct of official federal, state, tribal or local government business.
- Special attention or extra services necessary to meet the needs of the disabled.

For more information about REA, see www.fs.fed.us/passespermits/rec-fee.shtml

N. Law Enforcement

Forest Service Manual (FSM) 2342.1, Exhibit 01, addresses the law enforcement authorities and responsibilities of concessionaires, state and local law enforcement agencies, and the Forest Service at concession campgrounds. See Appendix 11 of the prospectus.

Visitor Protection

The Permit Holder will be required to adopt reasonable "house rules" for the operation of the recreation area. To aid the Permit Holder in developing these "house rules", a sample list of applicable rules and regulations is attached (Appendix 11).

The Permit Holder does not have the authority to enforce the Code of Federal Regulations. However, it will be the Permit Holder's responsibility to request assistance from appropriate Forest Service, state, or local law enforcement agencies after all requests for voluntary compliance have failed.

The objective of enforcement will be two-fold:

- (1) to seek compliance with rules by informing and educating the user and by taking a good host approach, and
- (2) as necessary, to request assistance from local law enforcement agencies.

Experience has shown that rules are most needed for the following items:

- 1) dogs not on a leash,
- 2) parking or camping in non-designated sites or areas,
- 3) failure to pay fees,
- 4) excessive noise, and
- 5) driving through the recreation area after 10:00 p.m.

Individual sites have additional rules that need special enforcement attention. These should be discussed with the Forest Service representatives listed in the site-specific appendix.

For the most part, the operation of the recreation area is similar to the operation of a private business. Procedures similar to those used to enforce rules at resorts or private business will be followed.

Applicants must describe in their Annual Operating Plan how they plan to handle violations of the rules and regulations and associated training of their personnel.

O. Other Pertinent Information

The Permit Holder may control access to various parts of the recreation areas with staff and/or barriers. Some recreation areas are equipped with gates that may be utilized to help with this control. The Permit Holder will not allow further entry into the campgrounds or day use areas when occupancy has reached the capacity for the site, unless otherwise authorized by the Forest Service.

At any time the campgrounds are closed or access restricted by the Permit Holder (including when the campground is filled to capacity), information will be provided at the campground entrance to the public in regard to closure and availability and location of other nearby campgrounds. Notification will also be given to the nearest Forest Service office as soon as possible.

Resource Concerns

Resource concerns vary by specific recreation area, but the major concerns may be summarized as follows:

Cobb Ridge – damage to vegetation and facilities, compaction of soil and disturbance of wildlife habitat by **vehicles being driven or parked off** of designated surfaces.

Red Bluff – flooding had occurred several times in the past, and is still a concern. Heavy rains within or upstream from the area may cause flash flooding within the recreation area that can threaten lives as well as personal and government property if the campground operator does not initiate preventative or protective measures, such as: evacuating the flood prone areas and requiring that visitors remove their camping equipment; removing their own equipment; if time allows, removing or securing government equipment and facilities.

North Fork – flooding and hellbender. While the campground portion of the recreation area hasn't flooded, the day use area is subject to flash flooding. Excessive sedimentation from the day use area can have adverse impacts on downstream populations of the endangered Ozark Hellbender.

Sites on lakes and streams – introduction of rock snot (didymo) or zebra mussels to native waters at river or lake access points will adversely impact native aquatic ecosystems. Signs should be posted to inform recreationists of precautions they need to take to reduce such introductions. This information is available at www.mdc.mo.gov/fishing/protect-missouri-s-fishing.

All sites – damage to living trees and other woody vegetation by campers collecting firewood, or nailing things to trees, or generally injuring them; skinning trees with mowers and weed eaters; introductions or increases in infestations of non-native invasive plant species, and invasive insects, such as the Emerald ash borer. Because Emerald ash borer (EAB) and other insects may be transported in firewood, campers are to be discouraged from bringing firewood into the campgrounds from outside of the state, and all firewood brought into the campgrounds should be burned on site during the visit. Firewood offered for sale must be obtained locally, and/or from an approved source. Markham Springs Recreation Area is within a quarantined county, but so far has not been infested with EAB, so even locally obtained firewood must be monitored and should be burned within a short period of time. More information about EAB is available at:

<http://www.emeraldashborer.info/map.cfm#sthash.6OULTWPh.dpbs>

Wildlife Mitigation

Because endangered bats may utilize some of the trees within or adjacent to recreation areas for roosting, standing trees may not be cut between April 1 and November 30 without approval of a Forest Service biologist. This may lengthen the time needed for approval by the Forest during that time of year.

Black bears are becoming more numerous in southern Missouri. Permit holder must take precautions to prevent bears from being attracted to, and fed within, their recreation areas. These actions include helping educate users about being bear-aware. For more information, visit www.bearaware.org.

Garbage and food need to be kept secured so that raccoon and other wildlife do not have access to it. Keeping garbage and food secured will reduce unwanted and unsafe interactions with such animals. Campers should be instructed to not feed the animals, and how to properly store food and

dispose of garbage. This may be done through educational materials posted on bulletin boards, through handouts, or by talking with the recreationists.

Permit holders at Cobb Ridge, Greer Crossing and other sites near caves will inform visitors (through educational materials posted on bulletin boards, through handouts, or by talking with the recreationists) of the need to stay out of caves to reduce spread of white-nose syndrome. More information is available on our website at:

http://www.fs.usda.gov/Internet/FSE_DOCUMENTS/stelprdb5192309.pdf or at:
<http://whitenosesyndrome.org/>

Archaeological Resources

All archaeological resources located within or near these recreation areas must be protected. Most of these recreation areas have prehistoric and/or historic sites associated with them. Any mechanical disturbance of soils must be approved by the Forest Service, in advance.

Condition of Trees

The permit holder will be alert to actions by recreationists that may damage the trees, and will provide information to campers on importance of protecting the trees. They will utilize educational opportunities to discourage damage to the bark, hacking of trees, nailing to trees, and other damage. They will report all major damage to the Forest Service.

Hazard Tree Removal

The permit holder will conduct pre-season inspection of the campgrounds to identify existing and potential hazards, including hazard trees. The permit holder also will be responsible for monitoring and identifying hazard trees during the operating season. After securing written approval from the authorized officer, the permit holder's financial responsibility for removing hazard trees and associated slash **will not exceed \$250 per year, per recreation area**, unless your proposal specifies otherwise. In some cases, the Forest may choose to fall the trees rather than authorizing the permit holder to do so. Your annual operating plan should address appropriate disposal of hazard trees and slash.

Butane and Propane Installations

For safety and regulatory reasons, the permit holder is not allowed to install or store bulk butane or propane.

III. Special Use Permit

In exercising the rights and privileges granted by the special use permit, the permit holder must comply with all present and future federal laws and regulations and all present and future state, county, and municipal laws, regulations, and other legal requirements that apply to the permit area, to the extent they do not conflict with federal law, regulation, or policy. The Forest Service assumes no responsibility for enforcing laws, regulations, and other legal requirements that fall under the jurisdiction of other governmental entities.

A. Permit Term

The permit term will be for up to 5 years, with an option to extend the term for up to an additional 5 years at the sole discretion of the authorized officer. The decision to extend the term will depend, in part, on sustained satisfactory performance of the permit holder. Upon expiration of the permit, continuation of the permitted activity will be at the sole discretion of the authorized officer and will be subject to a competitive offering. A new prospectus will be issued during the final year of the permit term.

Applicants may elect to apply for a shorter period, but preference will be given to those applying for at least 5 years.

If the decision to select a permit holder is appealed, a permit will not be issued until the appeal has been resolved, unless operation is needed during the appeal, in which case a permit with a term of one year or less may be issued.

B. Permit Holder Responsibilities

This section highlights the requirements of the special use permit, a sample of which is contained in Appendix 16 of the prospectus. Applicants are responsible for familiarizing themselves with all permit requirements that govern the operation covered by this prospectus.

Responsibility for Day-to-Day Activities

As a general rule, the holder will be required to conduct the day-to-day activities authorized by the permit. Some, but not all, of these activities may be conducted by someone other than the permit holder, but **only with the prior written approval** of the authorized officer. The permit holder will continue to be responsible for compliance with all the terms of the permit.

Permit Holder-Furnished Supplies and Equipment

The permit holder will be required to provide all vehicles, equipment, and supplies necessary to operate the authorized developed recreation sites in accordance with the special use permit. In some of the recreation areas where annual revenues have been less than \$15,000, the Forest **may** consider proposals that include use of specific pieces of government equipment or supplies. These proposals must clearly state their request for specific equipment or supplies to be furnished. Preference will be given to applicants that provide their all of their own equipment and supplies.

Holder-Furnished Vehicles

The holder may propose use of golf carts, all-terrain vehicles, motorcycles, or other similar vehicles to facilitate daily maintenance of the facilities. If authorized, these vehicles must be kept on designated roads or trails while driving between sites or loops.

Holder Maintenance, Reconditioning, or Renovation (MRR)

Maintenance, reconditioning, and renovation are defined in the permit (FS-2700-4h, clause IV.E.1 (a), (c)). Holder MRR is defined as maintenance, reconditioning, or renovation that neither materially adds to the value of the property nor appreciably prolongs its life. The work serves only to keep the facility in an ordinary, efficient operating condition. From an accounting or tax perspective, it is work that may be expensed, but not capitalized. In fulfilling these responsibilities, the holder must obtain any licenses and certified inspections required by regulatory agencies and follow state and local laws, regulations, and ordinances and industry standards or codes applicable to the permitted operation (FS-2700-4h, clause IV.E.1 (d)). The permit holder, at its expense, will be required to perform holder MRR under a holder MRR plan (FS-2700-4h, clause II.D). The holder MRR plan will describe required holder MRR and its frequency. The holder MRR plan will become part of the permit holder's annual operating plan.

C. Granger-Thye Fee Offset Agreement

The federal government owns all the improvements at the developed recreation sites covered by this prospectus. Under Section 7 of the Granger-Thye (GT) Act and the terms of the permit, the permit fee may be offset in whole or in part by the value of Government maintenance, reconditioning, renovation, and improvement (MRRI) performed at the permit holder's expense. Government MRRI is defined as maintenance, reconditioning, renovation, or improvement that arrests deterioration, improves and upgrades facilities, and appreciably prolongs the life of the property.

Government maintenance, reconditioning, renovation or improvement, whether performed by the holder or the Forest Service, shall be performed at the sole discretion of the authorized officer. *See* Appendices 16 and 18 of the prospectus and especially FS-2700-4h, clause IV.E.

All Government MRRI shall be enumerated in an annual GT fee offset agreement signed by the holder and the Forest Service in advance of the operating season (*see* Appendices 17 and 18 of the prospectus). Alternatively, a multi-year fee GT fee offset agreement can be prepared for consolidated fee payments. A list of sample Government MRRI projects is included in most site specific appendices.

Either the holder or the Forest Service may perform GT fee offset work. This determination will be made annually. When the holder hires someone to perform GT fee offset work, if it includes construction that costs more than \$2,000, this work is subject to the Davis-Bacon Act and the fee offset agreement must contain Davis-Bacon Act wage provisions. Additionally, indirect costs may be offset provided the holder submits either a currently approved indirect cost rate or accounting procedures and supporting documentation to determine an indirect cost rate (*see* Appendix 17 of the prospectus).

The holder's claims for GT fee offset must be documented using the FS-2700-4h, Appendix G, Granger-Thye Fee Offset Certification Form (*see* Appendix 17 of the prospectus). This form requires the holder to itemize allowable costs incurred for an approved GT fee offset project and to certify the accuracy and completeness of claims. Be sure to discuss proposed cost items with the permit administrator in advance, so you know which ones are and which are not allowable.

When the Forest Service performs GT fee offset work, the holder will deposit fee payments into a CWFS account. The Forest Service will perform GT fee offset work under a collection agreement and offset those costs against the permit holder's annual permit fee (*see* FS-2700-4h, clause IV.E.3, and Appendix 17 of the prospectus). The Forest Service's indirect costs may be offset at the agency's approved rate. The Forest Service and the holder will agree on the work to be performed in advance of each operating season.

D. Insurance

Liability Insurance

The successful applicant must have liability insurance covering losses associated with the use and occupancy authorized by the permit arising from personal injury or death and third-party property damage in the minimum amount of \$300,000 for injury or death to one person per occurrence; \$300,000 for injury or death to more than one person per occurrence; and \$300,000 for third-party property damage per occurrence, or in the minimum amount of \$1,000,000 as a combined single limit per occurrence. Insurance policies must name the United States as an additional insured (*see* Appendix 16 of the prospectus and FS-2400-4h, clause III.I).

Property Insurance

Property insurance to protect government property is **not required** for this proposal. HOWEVER, it is **recommended** that all concessionaires purchase this insurance to provide coverage for all **facilities that are critical** to their operation. Based upon current and projected budgets and available resources, the USFS is not likely to be able to replace pavilions, toilet buildings, and other large facilities within the next 5 years, should they be damaged or destroyed by floods, fire, or other catastrophic events.

E. Bonding

Permit holder will be required to obtain a performance bond to assure satisfactory performance of all obligations required in the Special Use Permit. The bond will be in the amount of \$1,500 for Cobb Ridge, \$1,000 for Red Bluff, and \$800 minimum per recreation area if proposing operations that include any or all other sites. This bond can be in the form of an irrevocable letter of credit, certificate of deposit, corporate surety, deposited securities, cash, or assignment of savings account. The expiration date of the bond must be not less than one year after the expiration date of the permit.

If the permittee leaves or requests to terminate the permit during or within 45 days of the operating season, or operation and maintenance of the government facility is terminated for unsatisfactory performance of obligations required by the Special Use Permit, Prospectus, and Operation and Maintenance Plan, all or part of the performance bond may be used to advertise a new prospectus, and/or to operate the site until a new operator is in place.

IV. Application

A. Instructions for Submitting Applications

Applicants may submit an application for any one or more, or even for all of the developed recreation sites offered in this prospectus.

Applicants are strongly encouraged to visit the site(s) at least once before submitting an application.

The information in this prospectus is from generally reliable sources, but no warranty is made as to its accuracy. Each applicant is expected to make an independent assessment of the business opportunity offered in this prospectus.

All applications must be submitted to William B. Nightingale, Forest Supervisor, Mark Twain National Forest, 401 Fairground Rd., Rolla, MO 65401 and Attention: Nancy Feakes.

Applications must be received by close of business (4:30 p.m.) on Wednesday, January 29, 2014.

Applicants must submit **3** copies of their application package and supporting documents.

As a minimum, to be considered you must submit the following items:

- **1. Proposed Annual Operating Plan (Including Required and Optional Services).** Fees charged to the public may be displayed as a part of your Annual Operating Plan, or they may be submitted as a separate item in your Application Submittal.
- **2. Business Plan, Business Experience, and References**
- **3. Financial Resources**

Please ensure that all requested information is submitted. Missing or incomplete information will result in a lower rating for the corresponding evaluation criteria.

Applications must be signed. The person signing for an entity must have authority to sign for that entity. Applicants must include their address, telephone number, facsimile number (if applicable), and email address.

Corporations also must include:

- Evidence of incorporation and good standing.

- If reasonably obtainable, the name and address of each shareholder owning 3 percent or more of the corporation's shares and the number and percentage of any class of voting shares that each shareholder is authorized to vote.
- The name and address of each affiliate of the corporation.
- If an affiliate is controlled by the corporation, the number of shares and the percentage of any class of voting stock of the affiliate owned, directly or indirectly, by the corporation.
- If an affiliate controls the corporation, the number of shares and the percentage of any class of voting stock of the corporation owned, directly or indirectly, by the affiliate.

Partnerships, limited liability companies (LLCs), associations, or other unincorporated entities must submit a certified copy of the partnership agreement or other documentation establishing the entity or a certificate of good standing under the laws of the state where the entity is located.

Applicants should contact Nancy Feakes, Forest Recreation Manager at 573-341-7472/nfeakes@fs.fed.us or Janet Fraley, Forest Special Use Program Manager at 573-341-7459/jfraley@fs.fed.us regarding any questions related to this prospectus. Questions about specific sites or requests for show-me trips should be directed to the district personnel listed in the site-specific appendix related to that site.

B. General Terms, Qualifications, and Reservations

All applicants have an equal opportunity to apply. Except for members of Congress, Resident Commissioners, and current Forest Service employees, any individual or entity may apply.

The Forest Service does not guarantee a profitable operation. Rather, applicants are responsible for reviewing the prospectus and making their own determination concerning business viability.

The Forest Service will select the application that offers the best value to the Government. The Forest Service reserves the right to select the successful applicant based on a trade-off between the fee to the Government and technical merit.

The Forest Service is not obligated to accept the application with the highest return to the Government.

The Forest Service reserves the right to select the successful applicant based solely on the initial application, without oral or written discussions.

The Forest Service reserves the right to reject any or all applications and to rescind the prospectus at any time before a special use permit is issued.

Any oral statement made by a representative of the Forest Service shall not modify the requirements of this prospectus. If it is determined that an error or omission has been made or additional information is required, a written amendment will be sent to each person or entity receiving a copy of this prospectus.

If there is a conflict between the terms of the prospectus and the special use permit, the terms of the permit will control.

If the Forest Service revises FSM 2344.3, addressing how passes and passports are honored in the concession program, the agency reserves the right to amend the special use permit consistent with any change to that directive. In addition, the Forest Service reserves the right to amend the special use permit, to make it consistent with applicable laws and regulations, including REA; other Forest Service directives; or other management decisions.

The information contained in applications will be kept confidential to the extent permitted under the Freedom of Information Act (5 U.S.C. 552) and the Privacy Act (5 U.S.C. 552a).

C. Application Package Requirements

As noted on page 19, applications must be in writing and **must include or address the following**:

- A proposed annual operating plan (including required and optional services).
- A business plan, business experience, references, preferably with input from a Small Business Development Center (SBDC).
- Financial resources.
- Fees charged to the public.
- Fee to the government.

1. Proposed Annual Operating Plan (Including Required and Optional Services)

Applicants must submit a proposed annual operating plan that addresses all required and optional services. Applicants should utilize the sample annual operating plan (*see* Appendix 15 of the prospectus) to organize their response to this section if a site-specific sample is not included in the site-specific appendix (Appendices 1-10). The successful applicant's proposed operating plan will be attached to and become a part of the special use permit.

Applicants must specify whether another party will assist with any of the operational aspects of the concession, and if so, must include the other party's name, address, telephone number, email address, and relevant experience.

Below are highlights of what needs to be addressed in the proposed annual operating plan. For more detail, see the sample annual operating plan in **Appendix 15** of the prospectus. A site-specific sample is also included in **some** of the site-specific appendices (Appendices 1 – 10).

Operating Season

Applicants need to propose the period for which they will operate the site(s). All sites must be open and operational seven days per week during the minimum operating season, unless a Forest Service closure order is in effect. Individual campground loops within a campground may be closed during times of low use, but the intention to do this should be stated in the proposed operating plan. The minimum operating seasons are listed in Table 1 (Site Characteristics) located in each site-specific appendix. All sites are currently operated for more than the minimum season, and applicants are strongly encouraged to propose operations for longer than the minimum operating season.

Staffing

Applicants must address appropriate staffing to meet customer service and cleanliness standards. The holder will be responsible for furnishing all personnel for the developed recreation sites and for adequately training and supervising their activities under the terms of the permit. The holder must meet requirements of federal and state laws governing employment, wages, and worker safety. Based on past experience, recommended staffing is outlined in each site-specific Appendix. Applicants should address worker hours and schedules. Applicants also should address staff training for effective customer service, conflict resolution, area-specific emergency procedures, and dissemination of recreation and tourism information.

Supervision and Management

Applicants must designate an individual to serve as the agent of the holder for purposes of administration of the permit by the Forest Service. The designated agent must periodically review attendant performance on site and must be available to resolve repair needs within 24 hours of discovery or notification. The holder will be responsible for the conduct of its employees, including preventing conduct prohibited by 36 CFR Part 261, Subpart A, and ensuring that employees are not under the influence of intoxicating beverages or narcotic drugs while on duty or representing the

holder. Applicants also must include a policy for removing employees who engage in inappropriate conduct.

Uniforms and Vehicle Identification

Applicants should describe employee uniforms, insignia, name tags, and the applicants' policy for ensuring a clean, professional appearance by staff while on duty. The holder's employees may not wear any component of the Forest Service uniform. Additionally, applicants should address their policy for vehicle maintenance and appearance; types of vehicles to be used for operations (vehicles may not be driven off designated roads or trails); and signage to identify the concessionaire to the public.

2. Business Plan, Business Experience, and References

Applicants must submit a business plan utilizing the format in Appendix 19 of the prospectus. This part of the application package must be a separate document. The business plan provides a thorough analysis of an applicant's vision of the proposed business. A good business plan is essential for running a successful business, maintaining and improving the business, and raising needed capital.

Applicants must furnish a detailed description of their experience relating to operating and maintaining developed recreation sites (*e.g.*, campgrounds, beaches, and marinas). The description should include experience that they have in private business, public service, or any nonprofit or other related enterprises. Applicants are encouraged to contact their local SBDC if they need assistance in completing their business plans.

Performance Evaluations

Applicants who have experience in managing Forest Service or other Government concessions must provide copies of the most recent annual written performance evaluations for each Forest Service or other concession the applicants have operated or are operating.

References

Applicants also must furnish three business references with names, addresses, telephone numbers, and email addresses in support of relevant business experience. These references may be contacted for information regarding applicants' past performance. In addition, the Forest Service may consider past performance information from other sources.

3. Financial Resources

Applicants must submit a complete set of all financial statements for the last three fiscal years **or** applicants must complete FS-6500-24, Financial Statement (*see* Appendix 20 of the prospectus) for certification of the accuracy of the financial statements.

An applicant who has had a financial ability determination (FAD) conducted within the past year should include a statement to that effect along with the forest name, contact name and telephone number. Additionally, applicants must identify any pending applications or new permits obtained from the Forest Service since the FAD was completed.

In completing FS-6500-24, LLCs must list the name of the company in block 1, the names and interests of the principals in block 5, and their members should be listed in block 6. In addition, LLCs must complete the certification in Part (D) (1) of FS-6500-24.

An applicant who has not been in business for the last three fiscal years, and therefore cannot submit financial statements or an FS-6500-24, must submit three fiscal years of projected financial statements. Any financial information submitted by applicants should conform to generally accepted accounting principles (GAAP) or other comprehensive bases of accounting

Applicants must show at least 25 percent of the first year's operating costs in liquid assets. Liquid assets are assets that are readily converted into cash.

Applicants also must complete blocks 1 through 5 of form FS-6500-25, Request for Verification (*see* Appendix 20 of the prospectus) and submit the signed and dated form with the application. The Forest Service may forward the FS-6500-25 for the most qualified applicant to the Albuquerque Service Center for processing. The auditor assigned to conduct the FAD will send a copy to each financial institution with which the applicant does business. The financial institutions must complete blocks 6 through 15 of the form and mail the completed form to USDA Forest Service, Albuquerque Service Center, as directed.

4. Fees Charged to the Public

Applicants must provide a list of all fees they propose to charge to the public for the first three years of operation; including fees for required and optional services (*see* Appendix 15, Sample Annual Operating Plan, for a list of required and optional services). These fees may be displayed as a part of your Annual Operating Plan, or they may be submitted as a separate item in your Application Submittal. Discuss any variable pricing, discounts, and passes. All proposed fees to be charged to the public also must be included in the business plan as an income item.

The Forest Service reserves the right to regulate the rates charged to the public.

5. Fee to the Government

The Government is obligated to obtain fair market value for the use of its land and improvements. The minimum annual fee for each site is displayed in the table below. While the minimum fee is normally based on the concession's average gross revenue for the past three years multiplied by the current 30-year Treasury bond rate, our fees have been adjusted downward to encourage more applicants to apply, and to encourage them to provide more services and amenities.

Cobb Ridge = \$1,000 per year

Red Bluff = \$750 per year

Lane Spring and North Fork = \$300 per year, each.

Greer Crossing, Markham Springs and Watercress = \$200 per year, each.

Loggers Lake, Marble Creek and Sinking Creek Cabin = \$100 each.

Total for all sites = \$3,250.

Applicants may propose a fee below the minimum, provided they can document why this amount represents fair market value. However, the Forest Service may reject the proposed fee if the agency determines that it does not reflect fair market value.

The proposed fee to the Government also must be included in the business plan as an expense item in the cash flow projections.

The fee to the Government may be offset in whole or in part by the value of Government MRRI, performed at the permit holder's expense in accordance with a GT fee offset agreement (*see* section III of the prospectus).

6. Other Evaluation Criteria

Specific costs and services that will be provided by the concessionaire, including garbage collection, toilet pumping, utilities, mowing and weed-eating, etc.

7. Application Fee & Cost Recovery

Applications submitted in response to this prospectus are subject to cost recovery pursuant to 36 CFR 251.58(c) (1) (ii) and (c) (3) (iii). **Application fees are being waived for all applications submitted in response to this prospectus.**

D. Evaluation of Applications

A Forest Service evaluation panel will evaluate each application utilizing the “non-fixed weight” method.

The following evaluation criteria are listed in descending order of importance:

- Proposed annual operating plan (including required and optional services). 40%:
This by far is the most important criterion.
- Business plan, business experience, and references. 20%
- Specific costs & services that will be provided by the applicant (mowing, utilities, etc.) 15%
- Financial resources. 10%
- Fees charged to the public. 10%
- Fee to the Government. 5%

The Forest Service will consider only the applicant’s written application package and any past performance information obtained by the Forest Service. During the evaluation process, the evaluation panel may contact any references, including all federal, state, and local entities that have had a business relationship with the applicant. The evaluation panel also may consider past performance information from other sources.

The evaluation panel will make a recommendation to the authorized officer as to which applicant offers the best value to the Government. The authorized officer will make the selection decision. All applicants will be notified of the successful applicant via mail or e-mail.

The Forest Service may conduct a FAD on the selected applicant as a prerequisite to issuing a special use permit, unless the agency has a current fiscal year FAD conducted by the Albuquerque Service Center or SBDC for another Forest Service unit.

The Forest Service reserves the right to reject any and all applications.

The Forest Service reserves the right to rescind the prospectus at any time before a special use permit is issued.

V. Post-Selection Requirements

Once an applicant has been selected, the following information must be submitted and approved by the Forest Service prior to issuance of a special use permit:

- A final annual operating plan containing all the items included in the annual operating plan submitted in response to the prospectus.
- An annual GT fee offset agreement.
- Documentation of required liability insurance
- Documentation of bonding.
- Required deposits and advance payments (*see* Appendix 16 of the prospectus and FS-2700-4h, clause IV.C.1).
- Documentation that utility services have been obtained in the name of the selected applicant, (if applicable).
- A state business license and any other required federal, state, or local certifications or licenses.

The successful applicant will be required to submit all these items within 30 days of the date of the selection letter. If these requirements are not met within the 30-day period, a special use permit may not be issued. The applicant who receives the next-highest rating may then be selected for the special use permit, subject to the same requirements.